

## **CHAPTER 4**

### **WRITING STYLE, PREPARATION OF DOD ISSUANCE, COORDINATION, AND SUBMISSION OF FINAL ISSUANCE FOR SIGNATURE**

#### **A. WRITING STYLE**

1. DoD issuances must be written clearly and concisely. The contents of DoD issuances should be organized to address what the readers know, what they don't know, what they have to do with the information, and the expected results. The general principles of composition and grammar applied to DoD issuances are as follows:

a. Use short, simple words and limit sentences to one thought. Keep sentences brief (average of 20 or fewer words).

b. Use parallel construction--using the same grammatical structure for like or related ideas. An example follows:

This Directive reissues reference (a) to:

1. Update DoD policy on personnel data.
2. Establish a personnel committee.
3. Designate Reserve Component Categories.

c. Write in the active voice--the subject performs the action--because it is more direct and forceful; e.g., The chair shall forward one information copy of the board meeting to the members.

d. When possible, use paragraph headings to highlight important concepts and to tell the reader at a glance what the paragraph is about. Avoid long, rambling, disjointed paragraphs, especially those having many subparagraphs.

e. Helping Verbs. Use a helping verb to express the degree of obligation. See below.

#### **Helping verbs**

Must, shall

Should, ought

May, can

Will

#### **Degree of restriction**

Action is mandatory.

Action is required, unless justifiable reason exists for not taking action.

Action is optional.

Is not restrictive; applies only to a statement of future condition or an expression of time. Do not use in place of "shall."

f. Gender-Specific Language. Avoid using "he" or "she" as generic pronouns; use "he and she." (See Appendix B.)

g. Personal Pronouns. Avoid the use of such personal pronouns as, "I, me, our, us, we, and your."

#### **h. Abbreviations and Acronyms**

(1) An abbreviation or acronym is established in parentheses after a term only when the abbreviation or acronym is used again. The articles "the," "a," and "an" are generally not used before abbreviations and acronyms; e.g., it's "OSD," and "MARS." not "the OSD" and " a MARS."

(2) Exceptions to subparagraph A.1.h.(1), above:

(a) Department of Defense and DoD and United States and U.S. When these terms are used as adjectives, do not spell them out; use the abbreviations without parentheses. When used as a noun, spell out and do not follow with the abbreviations.

(b) Chairman of the Joint Chiefs of Staff; Joint Chiefs of Staff; or Joint Staff. In DoD issuances, it's always Chairman of the Joint Chiefs of Staff, and the abbreviations, CJCS, JCS, and JS are never used.

(c) OSD Principal Staff Assistants. It's never "Office of the Secretary of Defense (OSD) Principal Staff Assistants."

(d) In the RESPONSIBILITIES section, spell out the title of a key official without its abbreviation, except for "OSD Principal Staff Assistants."

(e) In the EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION) section, use the full title of the PSA without the abbreviation.

(f) The article "the" is always used with "DoD Components."

2. Sources of English Usage. When usage of the English language (punctuation, capitalization, spelling, numerals, compounding, etc.) is conflicting, the order of authority is as follows:

a. "List of Preferred Terms Used in DoD Issuances." (See Appendix B.)

b. "List of Hyphenated Unit Modifiers Used in DoD Issuances." (See Appendix C.)

c. United States Government Printing Office Style Manual and Word Division Supplement to that Manual (current editions).

d. Webster's New Collegiate Dictionary (current edition).

#### **3. Underlines**

a. Headings of sections, subsections, paragraphs, subparagraphs, enclosures in DoD issuances, and chapters in DoD Publications must be underlined. Capitalize--do not underline words or phrases in the text--for emphasis; bold type may be used in DoD Publications only.

b. Definitions and their abbreviations or acronyms (but not the meanings) must be underlined.

c. The titles of key officials in the RESPONSIBILITIES section (but not the word "The" that precedes titles or the abbreviation that follows) must be underlined.

4. **Asterisks.** Asterisks shall be used in the margins of pages to identify changes on each line in DoD Directives, Instructions, and Publications. When the changes affect more than a quarter of a page, marginal asterisks should be placed at the first and last lines with a connecting change bar.

5. **Bold Type and Italics.** Bold type may be used uniformly throughout DoD Publications for chapter headings and for emphasis, but shall not be used in DoD Directives and Instructions. Italics may not be used in DoD issuances.

6. **Bullets.** Bullets shall not be used in DoD issuances because they do not facilitate locating and identifying specific areas of the text.

7. **Figures.** See subsection A.10., below.

8. **Footnotes and Notes.** Footnotes should be used when it is not obvious by the reference citation where the document can be obtained. Footnotes are indicated by placing an Arabic superscript immediately after the material to be footnoted with no intervening space. Footnote(s) must appear at the bottom of the page containing the Arabic superscript. (See figure 2-1.) Do not use the term "Note:" in Directives and Instructions.

9. **Forms.** Camera-ready copies of DD and SD forms and good quality copies of other forms must be submitted for printing. Camera-ready copies of DD and SD forms are available from DIOR, WHS. When a form is used as a graphic illustration, fill it out as an example to show how it should be used. Use the most recent edition of the form.

#### 10. **Graphics**

a. Graphics may be used instead of and in addition to text in enclosures of DoD Instructions and anywhere in DoD Publications. They shall not be used in Directives.

b. If graphics are used:

(1) Place small graphic material on the same page, close to the text that it supports; if large, place the material on a self-contained page at the end of the chapter.

(2) Label, number as a figure, and refer to the graphics in the text.

(3) List the graphics on the figures page of DoD Publications.

c. Photographs, overlays, divider tabs for chapters, covers, and other graphics and artwork for DoD Publications must be submitted with the final issuances for printing. Photographs smaller than 8 1/2- by 11-inches must be affixed to pages as page layouts.

11. **Tables.** See subsection A.10., above.

12. **Editing Symbols.** Editing symbols used in the review of DoD issuances are in Appendix D.

### B. **PREPARATION OF DOD ISSUANCE**

1. **DoD Directives and Instructions.** Page specifications and typing guidelines for DoD Directives and Instructions are below. (Figures 2-1 and 2-2 show samples of a DoD

Directive and Instruction, and samples of format and style of reference citations frequently used in DoD issuances are in Appendix A.)

a. Paper

(1) Use white 8 1/2- by 11-inch bond paper.

(2) Letterhead Paper. Use DoD Directive or DoD Instruction letterhead for the first page of a final; succeeding pages are prepared on white 8 1/2- by 11-inch bond paper. DoD Directive and Instruction letterhead is available from the Directives Division. Computer generated letterhead with a clear and correct alignment of the graphic header and DoD seal may be used.

b. Font. The following 12-pitch fonts are acceptable (or a similar size and style):

(1) DoD issuances must be written clearly and concisely.

(2) DoD issuances must be written clearly and concisely.

(3) DoD issuances must be written clearly and concisely.

c. Quality of Text

(1) Finals must be originals; reproduced copies or those with correction fluid or tape, erasures, strike overs, or staple holes are unacceptable for printing.

(2) Ensure that the type is dark and smudge-free for character definition and print quality.

d. Spacing

(1) Double-space draft versions.

(2) Single-space final versions.

(3) Use one space between words in a phrase or sentence; two spaces between sentences; and two lines between sections, subsections, paragraphs, and subparagraphs.

(4) Margins. Space margins as follows:

(a) First Page

1 Leave a 1-inch margin on the left and right sides and bottom of the page.

2 Type the SUBJECT line three lines below the black horizontal line on the letterhead, flush with the 1-inch left margin (centering the DoD seal). (See figure 2-1.)

(b) Succeeding Pages. Leave a 1-inch margin on all four sides of the page.

**e. Page Numbers**

(1) Center the page number 1/2 inch from the bottom of the page, beginning with page two.

(2) Number the pages consecutively with Arabic numerals from page two through the signature page. Number the enclosures consecutively with Arabic numerals preceded by the enclosure number and a hyphen, as shown in the following examples:

<u>Page of Enclosure</u>	<u>Page Number</u>
Page 1 of enclosure 1	1-1
Page 2 of enclosure 1	1-2
Page 1 of enclosure 2	2-1

(3) Number attachments to enclosures consecutively with Arabic numerals, as shown in the following examples:

<u>Page of Attachment</u>	<u>Page Number</u>
Page 1 of attachment 1 to enclosure 1	1-1-1
Page 2 of attachment 1 to enclosure 1	1-1-2
Page 1 of attachment 2 to enclosure 1	1-2-1

**f. Page Headers**

(1) For new DoD Directives and Instructions, the date, the issuance number, and the abbreviation of the originating OSD Component shall be inserted on the issuance by the Directives Division after the document is signed.

(2) For reissuances of DoD Directives and Instructions, the originating OSD Component shall insert the issuance number and the abbreviation of the originating OSD Component on the first page; and beginning with the third page, the issuance number must be inserted 1/2 to 3/4 of an inch from the top of the page in the upper right corner of each odd-numbered page. The date shall be inserted by the Directives Division after the issuance is signed.

**g. References**

(1) Begin the Reference(s) on the first page two lines below the SUBJECT line. Flush with the left margin, type the word "Reference(s)", capitalizing the first letter. The word "Reference(s)" is followed by a colon, two spaces, and the letter "(a)" in lowercase with parentheses, two spaces, and the reference citation. Succeeding reference citations are placed in alphabetical order under the "(a)." Do not punctuate the end of the reference citations. (See figure 2-1.)

(2) Place up to six reference citations on the first page (e.g., (a) through (f)). If there are more than six reference citations, place four on the first page (e.g., (a) through (d)) and the rest on enclosure 1 and so indicate after "(d)" (e.g., (e) through (j), see enclosure 1). (See figure 5-6.)

(3) Spell out reference citations in the Reference(s). Each citation in the text must be followed by its alphabetical reference letter in parentheses; e.g., DoD

Directive 5025.1 (reference (c)). Additional use of the same citation on the same single-spaced page is referred to by its alphabetical reference letter in parentheses; e.g., (reference (c)) or , if a portion of that same reference appears; e.g., section D. of reference (c).

(4) For the format and style of frequently used references, see Appendix A.

#### h. Sections

(1) Begin the first section--(PURPOSE (REISSUANCE AND PURPOSE))--two lines below the last reference citation. Flush with the left margin, each section begins with a capital letter followed by a period, two spaces, and the heading of the section. All words in the heading are capitalized, and the heading is underlined. (See figure 2-1.)

(2) Indent and begin subsections, paragraphs, and subparagraphs with consecutive Arabic numerals and lowercase letters followed by a period, a parentheses, or an underline. Type the appropriate number or letter with a period, parentheses, or underline, followed by two spaces before starting the text. If there is a subheading, capitalize the first letter of each key word in the subheading followed by a period. Underline the subheading. Use the following format:

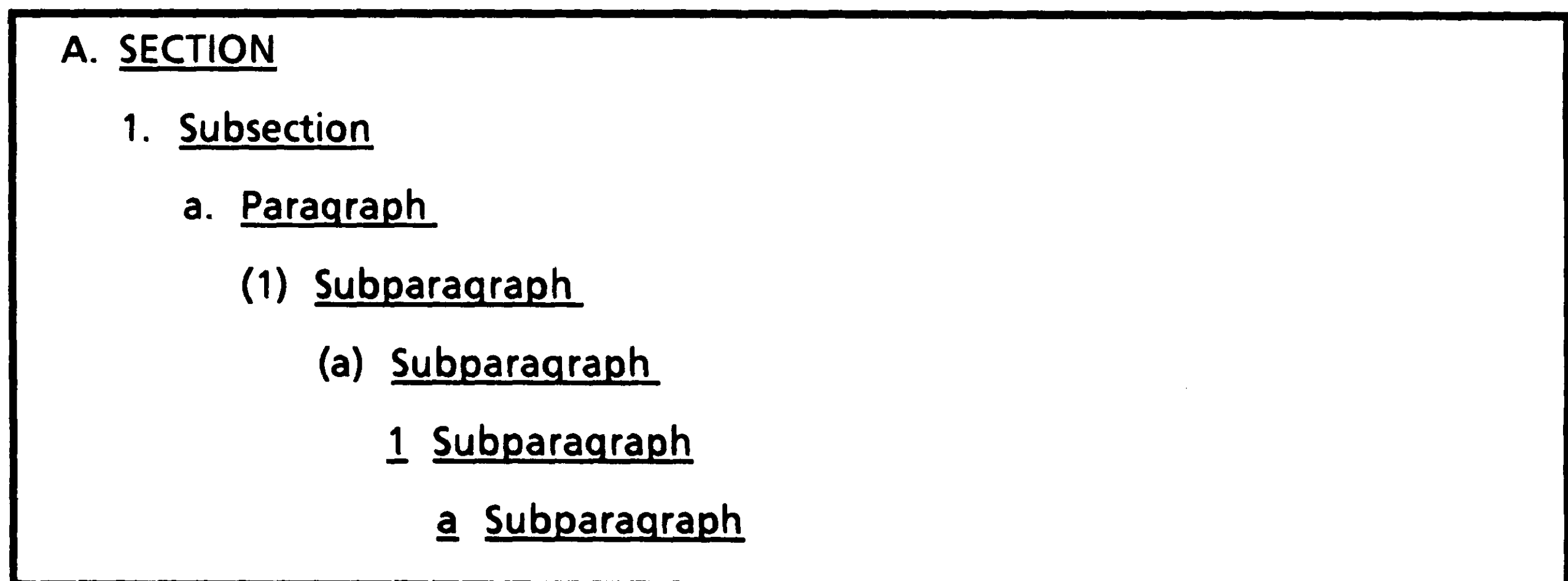


Figure 4-1. Section, subsection, paragraph, and subparagraph format for DoD Directives and Instructions

#### i. Definitions

(1) Arrange the terms consecutively in Arabic numerals and in alphabetical order. Capitalize the first letter of the first word and each key word of a term, followed by its abbreviation or acronym in parentheses (if used) and a period. Underline the term and its abbreviation or acronym. Begin the definition of the term two spaces after the period.

(2) If a portion of a definition must be broken into paragraphs, indent and begin with each paragraph in lowercase alphabetical order.

(3) If more than half of a single-spaced page, all definitions must be on an enclosure page.



j. Signature

(1) The signature block (area) is five lines below the last line of the EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION) section on the right side of the page. Leave that area blank on DoD Directives. For DoD Instructions, the name and title of the PSA must be typed--not stamped--under his or her signature.

(2) Do not place the signature block (area) alone on a page.

k. Enclosures

(1) Type enclosures 10 lines below the last line of the EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION) section. Start the word "Enclosure(s)" flush with the left margin. See the following formats:

Enclosure References
Enclosures - 2
1. References
2. Guidance for Coordinating with State and Local Authorities Concerning Radiological Emergency Preparedness Associated with DoD Fixed Facilities

Figure 4-2. Enclosure format

(2) Do not place the enclosure listing alone on a page.

(3) Begin each enclosure on a separate page. The heading of an enclosure is 1 inch from the top of the first page, in all capital letters, centered and underlined. If definitions or references are continued as enclosures, the headings should appear as follows:

DEFINITIONS, continued

REFERENCES, continued

(4) Type the abbreviation "Encl" followed by the enclosure number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the issuance number; e.g., "5505.2 (Encl 2)". The date shall be inserted by the Directives Division after the issuance is signed.

l. Attachments

(1) Type attachment(s) on the last page of an enclosure four lines below the last line of the enclosure. Start the word "Attachment(s)" flush with the left margin using the following format:

Attachment DD Form 1172, "Application for Uniformed Services Identification Card"
Attachments - 2
1. A List of the North Atlantic Treaty Organization (NATO) Countries
2. Sample Organ Donor Card

Figure 4-3. Attachment format

(2) Type the abbreviation "Encl" followed by the enclosure number, followed by the abbreviation "Attach" and the attachment number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the issuance number; e.g., "5505.2 (Encl 2, Attach 1)". The date shall be inserted by the Directives Division after the issuance is signed.

(3) Begin each attachment on a separate page. The heading of an attachment is 1 inch from the top of the page, in all capital letters, centered and underlined.

2. DoD Publications. Page specifications and typing guidelines for DoD Publications are as follows:

a. Paper

(1) Use white 8 1/2- by 11-inch bond paper.

(2) Foreword. Use letterhead of the originating OSD Component for the foreword of a final; succeeding pages are prepared on white 8 1/2- by 11-inch bond paper.

b. Font. The following 12-pitch fonts are acceptable (or a similar size and style):

(1) DoD issuances must be written clearly and concisely.

(2) DoD issuances must be written clearly and concisely.

(3) DoD issuances must be written clearly and concisely.

c. Quality of Text

(1) Finals must be originals; reproduced copies or those with correction fluid or tape, erasures, strike overs, or staple holes are unacceptable for printing.

(2) Ensure that the type is dark and smudge-free for character definition and print quality.

d. Spacing

(1) Double-space draft versions; single-space finals.

(2) Use one space between words in a phrase or sentence; two spaces between sentences; and two lines between sections, subsections, paragraphs, and subparagraphs.

e. Page Layout. To accommodate a variety of texts, the following layouts shall be used for DoD Publications.

(1) Standard Page Layout. The single column text is the standard and preferred page layout for DoD Publications. Leave 1-inch margins on all sides and use running text from left to right margins with indentions for subsections, paragraphs, and subparagraphs.



(2) Multicolumn Page Layout. The double column text may be used as an alternative page layout for DoD Publications. Leave 1-inch margins on all sides. Type the text from the left to right margins of the left column, and flow the text from the bottom of the left column into the top of the right column between its left to right margins, with a "gutter" of white space between the columns. Indentions shall be used for subsections, paragraphs, and subparagraphs.

f. Page Headers. The abbreviated month and year date in initial capitalization and the DoD Publication number must be typed on two lines beginning about 1/2 inch from the top of the page in the upper right corner of each odd-numbered page. The month and year date on the pages of the text must carry the same date on the signed Foreword. If it can be determined that the OSD official will sign the Foreword during a particular month and year, then type that month and year date on the pages. If the month and year date of the Foreword cannot be determined, only type the Publication number and leave one line space for the date. (See figure 4-4.)

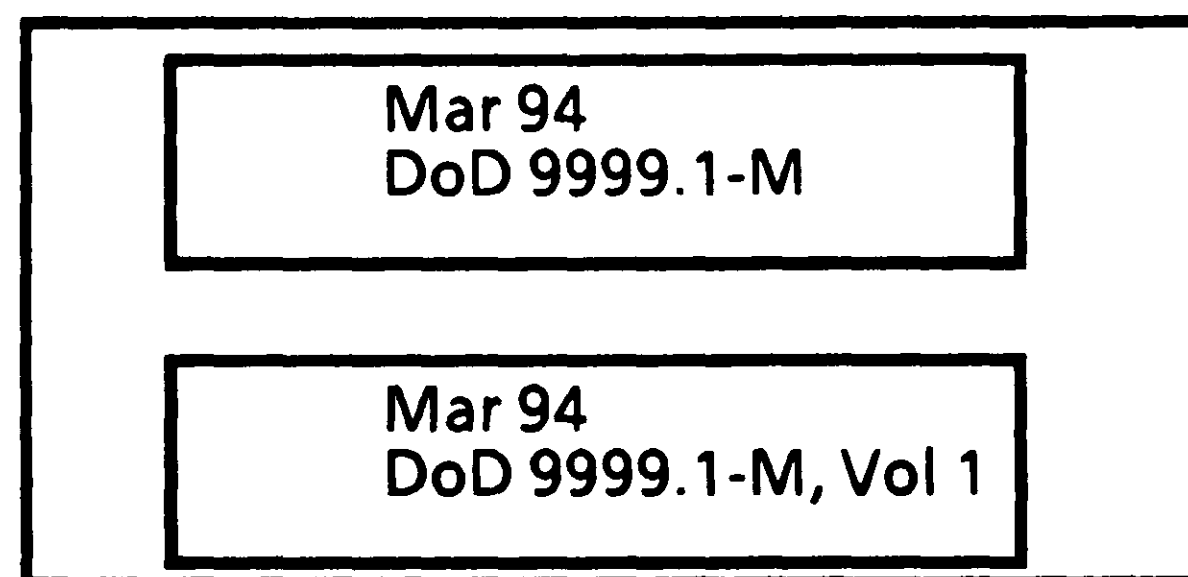


Figure 4-4. Page headers

g. Format

(1) Foreword

(a) Use letterhead of the appropriate PSA or Office of the PSA based on who will sign the page.

(b) Center the word "FOREWORD" in all capital letters below the letterhead title.

(c) Flush with the left margin, begin each paragraph with no indentation and leave two lines between paragraphs. (See figure 3-3.)

(2) Table of Contents

(a) Center and underline the words "TABLE OF CONTENTS" in all capital letters at the top of a separate page.

(b) Flush with the left margin, list all front matter, headings of each chapter ("Parts" for Directives and Instructions) in full capital letters, and back matter. Flush with the right margin, insert and underline the heading "Pages" and under it list the beginning page numbers directly across from each table entry. Table entries are single-spaced with double spaces between chapter heading entries. (See figure 3-4.)

### (3) List of Figures

(a) Center and underline the word "FIGURES" in all capital letters at the top of a separate page.

(b) This page is arranged in three columns. The heading of the left column, flush with the margin, is "Figure"; the middle column is "Title"; and the right column, flush with the margin, is "Page." All column headings are underlined. List the appropriate entries under each column. The numerical entries in the figure and page columns should be compound Arabic numerals. All entries are single-spaced but double-spaced between chapter entries. (See figure 3-5.)

### (4) List of Tables

(a) Center and underline the word "TABLES" in all capital letters at the top of a separate page.

(b) The TABLES page follows the same format as the List of Figures in subparagraph B.2.f.(3), above, and uses the same column headings. (See figure 3-6.)

### (5) References

(a) The guidelines for references in subsection A.3. of Chapter 2 apply to DoD Publications. (All reference citations are on one or more consecutive pages in the front matter.)

(b) Center and underline the word "REFERENCES" in all capital letters at the top of a separate page and list the reference citations. (See figure 3-7.)

(6) Definitions. All definitions are on one or more consecutive pages in the front matter. (See subparagraphs A.4.a.(3)(a) and (b) of Chapter 2 and figure 3-8.)

(7) Abbreviations and Acronyms. All abbreviations and acronyms are on one or more consecutive pages in the front matter. (See paragraph B.2.g. of Chapter 3 and figure 3-9.)

### (8) Main Body of Text

(a) Arrange the main body of the text as follows:

	<u>CHAPTER</u>
A. <u>SECTION</u>	
1. <u>Subsection</u>	
a. <u>Paragraph</u>	
(1) <u>Subparagraph</u>	
(a) <u>Subparagraph</u>	
1 <u>Subparagraph</u>	
a <u>Subparagraph</u>	

Figure 4-5. Section, subsection, paragraph, and subparagraph format for chapters in a DoD Publication

## 1 Chapters

a Place the caption of each chapter at the top of the first page only (directly below the 1-inch top margin). The caption consists of the word "CHAPTER" and the chapter number on the first line; e.g., CHAPTER 1, and two lines below, the name of the chapter.

b Capitalize in full, underline, and center the caption; bold type may be used.

c Number the chapters consecutively in Arabic numerals.

d Use a separate sequence of page numbers consisting of compound Arabic numerals for each chapter. (The chapter number serves as a prefix; e.g., the pages in Chapter 1 are numbered 1-1, 1-2, 1-3; those in Chapter 2 are numbered 2-1, 2-2, 2-3, etc.)

## 2 Sections and Subsections

a Capitalize in full and underline the section headings; and flush with the margin, letter the sections alphabetically using capital letters.

b Use initial capitalization for principal words in subsection headings and underline the entire heading. Number the subsections sequentially and indent.

3 Paragraphs and Subparagraphs. Use initial capitalization for principal words in paragraph and subparagraph headings and underline the entire heading. Letter the paragraphs alphabetically in lowercase and indent; number sequentially and letter alphabetically in lowercase and indent the subparagraphs.

4 Figures. Figures should be placed close to the portion of the text to which they relate. Figures in the text must be numbered and have titles. The title of a figure should be brief, stating clearly what the figure shows.

a Number the figures consecutively, using compound Arabic numerals, in the order they appear in chapters; e.g., the first figure in Chapter 2 would be numbered Figure 2-1.

b Center the figure number and title under the figure.

c Consecutively number in Arabic the page containing the figure as part of the chapter numbering scheme if the figure occupies the entire page.

5 Tables. Tables in the text must be numbered and have titles. The table's title should be brief.

a Consecutively number in Arabic the tables in the order they appear in the text; e.g., the second table in the text would be numbered Table 2.

b Center the table number and title under the table.

c Consecutively number the page containing the table in compound Arabic numerals as part of the chapter numbering scheme if the table occupies the entire page.

## (9) Appendices

(a) Place appendices in alphabetical order at the end of the main body. List appendices at the end of the TABLE OF CONTENTS, if there is no index.

(b) Capitalize in full, underline, and center the caption of an appendix at the top of the first page only (directly below the 1-inch top margin) of each appendix. The caption consists of the word "APPENDIX" and the alphabetical letter on the first line; e.g., APPENDIX A, and two lines below, the title of the appendix. (See figure 4-7.)

(c) Number the pages in alphanumeric sequence within each appendix; e.g., page 1 of Appendix A would be A-1; page 2 of Appendix B would be B-2. When an appendix has an attachment, the attachment number must be listed on the last page of the appendix. The title is centered at the top of the first page of an attachment. The attachment pages are in alphanumeric sequence; e.g., page 1 of attachment 1 of Appendix A is A-1-1, page 2 of attachment 3 of Appendix C is C-3-2.

## (10) Index

(a) Place the Index at the end of the Publication. List the Index as the last entry of the TABLE OF CONTENTS.

(b) Capitalize in full, underline, and center the caption, INDEX, at the top of the first page only (directly below the 1-inch top margin) of the Index. (See figure 4-6.)

(c) Arrange the index in alphabetical order using one or two columns on a page.

(d) Use noun or noun phrases in initial capital letters for the heading and cross references. Use modifiers in initial capital letters for subheadings and indent under the headings. Use a "See also" cross reference in initial capital letters and indent under the heading to indicate that additional information may be found under another heading. Use "See" cross reference in initial capital letters and indent under the heading to indicate that information appears under another heading.

(e) List page number(s) after a heading, subheading, and cross reference.

(f) Number the pages in alphanumeric sequence within Index; e.g., page 1 of the Index would be I-1; page 2 would be I-2.

<u>INDEX</u>	
Air conditioners, 23-27	Battery cables, 115, 202
automobile, 22	Furnaces
cooling capacity of, 3, 23	See Heating systems
Batteries	Heating system
automobile, 112	electrical, 50
dry, 108	See also Heat pumps, Electric
wet, 109-110	heaters
	Gas, 55

Figure 4-6. Index entries

## C. COORDINATION

### 1. Coordinating DoD Issuances With the DoD Components

a. DoD issuances (or reissuances) shall be forwarded to the Heads of the DoD Components, who have mutual or related responsibilities for review and concurrence or comments. A substantive reissuance that revises essential portions of a DoD Directive, Instruction, or Publication, such as policy, applicability, responsibilities, purpose, procedure, and information requirements shall be coordinated. An administrative reissuance that revises non-substantive portions of a DoD issuance, such as dates of references and organizational symbols, is not coordinated. However, if an administrative reissuance is done to comply with executive, legislative, or secretarial requirements, or if the reissuance is a DoD Directive, it must be coordinated with GC, DoD.

b. Mandatory Coordinations. All DoD issuances and substantive reissuances must be coordinated with DA&M, OSD; GC, DoD; and IG, DoD.

c. When it is necessary to divide a DoD Directive into a DoD Instruction and/or DoD Publication, after coordination as a DoD Directive, another coordination is not required. Explain in the cover memorandum the reason for the division; e.g., that the division was necessary to comply with DoD policy in this Manual on the size and nature of DoD issuances or on the recommendation of GC, DoD. The original signed coordination papers shall be used for the DoD Directive and copies of the papers shall be used for the DoD Instruction and/or Publication. (See figure 4-15.)

2. Unions Granted National Consultation Rights. DoD issuances that contain substantive changes in conditions of employment, including personnel policies and practices and other nonpersonnel matters, that affect DoD civil service and non-appropriated fund civilian employees shall be forwarded to the unions for comment. Assistance in this coordination requirement may be obtained from the Office of Civilian Personnel Policy and Equal Opportunity, Office of the Under Secretary of Defense for Personnel and Readiness.

3. SD Form 106, "DoD Directives System Coordination Record." The SD Form 106 shall be used to forward draft DoD issuances to the DoD Components for coordination. (See figure 4-8.) The SD Form 106 may be obtained from the OSD Publications Counter.

a. A coordination suspense date of 30 days minimum shall be established, unless statutory or Secretarial requirements dictate an earlier suspense date.

b. All items on the SD Form 106 must be completed, and the form must be approved and signed by the PSA or Principal Deputy.

#### c. Copy Requirements

(1) Four double-spaced copies of all draft DoD issuances and SD Form 106 must be provided to the Directives Division for mandatory coordination by DA&M, OSD. The DA&M, OSD, coordination shall include editorial and format review.

(2) One double-spaced copy of the draft issuance and SD Form 106 must be provided to other DoD Components.

d. Coordination is reflected by signature concurrence on SD Form 106 or by a memorandum with comments.

#### **4. Coordinating Officials for DoD Directives**

a. **OSD Components.** OSD coordinating officials shall be at the level of PSA or Principal Deputy. If an ASD is under the oversight authority of a USD, the USD may solicit comments from the ASD and include such comments in the USD coordination.

b. **Military Departments.** Coordination shall be at the level of Assistant Secretary or Principal Secretariat officials.

c. **Chairman of the Joint Chiefs of Staff.** Coordination for the Chairman of the Joint Chiefs of Staff shall be at the level of Director or Vice Director, Joint Staff.

d. **Unified Combatant Commands.** Coordination by the Commanders of the Unified Combatant Commands shall be included in the Chairman of the Joint Chiefs of Staff coordination.

e. **Defense Agencies.** If a Director of a Defense Agency is under the oversight authority of a PSA, the PSA may solicit comments from the Director and include such comments in the PSA coordination. The Directors of NSA and CIO shall be coordinating officials.

#### **5. Coordinating Officials for DoD Instructions and DoD Publications**

a. OSD coordination is encouraged at the same coordinating level for DoD Directives. The PSA who authorizes the staffing of a DoD Instruction or DoD Publication may accept coordination from officials at the Deputy Under Secretary, Deputy Assistant Secretary, or equivalent level, who coordinate on subjects within their areas of expertise and responsibility.

b. The Military Department, Chairman of the Joint Chiefs of Staff, and Defense Agency coordinations are encouraged at the same coordinating level for Directives. The PSA who authorizes the staffing of a DoD Instruction or Publication may accept coordination from officials who coordinate on matters within their areas of expertise and responsibility, below the level stipulated for Directives.

#### **6. Recoordination**

a. When 6 months have elapsed since coordination took place, recoordination of the DoD Directive, Instruction, or Publication is required. When circumstances prevent recoordination, the reason for the delay in submitting the DoD Directive for signature shall be explained in the Cover Memorandum for the Deputy Secretary of Defense. The reason for the delay in submitting the DoD Instruction or Publication shall be explained in the Cover Memorandum for the PSA.

b. When there is a new PSA since coordination took place, recoordination of the DoD Directive, Instruction, or Publication with new PSA is required.

7. **Nonconcurrency.** A nonconcurrency should be resolved by a second coordination with the particular DoD Component concerned. Unresolved nonconcurrences for Directives shall be addressed in the Cover Memorandum for the Deputy Secretary of Defense. Unresolved nonconcurrences for Instructions should be addressed in the Cover Memorandum for the PSA. Unresolved nonconcurrences for Publications should be addressed in the Cover Memorandum for the PSA or designated Deputy.



8. Assumed Concurrence. "No response; concurrence assumed" normally is not accepted for DoD issuances. If efforts have failed to obtain a response on a DoD Directive from a DoD Component, it must be addressed in the Cover Memorandum for the Deputy Secretary of Defense, and in the Cover Memorandum for the PSA when applicable to DoD Instructions or Publications.

**D. SUBMISSION OF FINAL ISSUANCE FOR SIGNATURE**

1. The originating OSD Component should prepare and proofread the final, single-spaced issuance.

2. The originating OSD Component should assemble the issuance in a final package (original set and one copy) composed of the following documents in the sequence below and as shown in figures 4-13 and 4-14.

a. The Cover Memorandum for the Deputy Secretary of Defense for DoD Directives (or Cover Memorandum for PSAs for DoD Instructions and Publications). The Cover Memorandum signed by the PSA must include the results of the coordinations; e.g., all coordinating officials concurred and if there is a nonconcurrence or no response, explain; indicate that the list of coordinating officials and the coordination papers are attached; and give a reason for the delay in submitting the Directive for signature if the coordinations are 6 months old or more. (See figure 4-9.) For a DoD Instruction or Publication, the memorandum is for the Director, WHS, signed by the PSA. (See figures 4-10 and 4-11.) The memorandum must indicate that the list of coordinating officials and coordination papers are attached. For a classified DoD issuance or an unclassified DoD Publication, the Cover Memorandum must indicate that a distribution list, mailing address labels, and SD Forms 120 are attached.

b. The DoD Directive, Instruction, or Publication.

c. The List of Coordinating Officials. Prepare the list on plain bond paper and double-space between entries using two columns on the page. The abbreviated names of the DoD Components must be listed in the left column and the names of the coordinating officials in the right column in the order listed on SD Form 106. The terms, Army, Navy, and Air Force, are used in the left column, instead of other variations in the names of the Military Departments, such as USAF or Department of the Air Force. The abbreviated title of the coordinating official must follow the name if he or she is not a PSA, head of a Military Department, Director of a Defense Agency, or the Chairman of the Joint Chiefs of Staff. Use first name, middle initial, and surname or use first and middle initials followed by a surname, but do not mix the format. Military rank precedes the first name or initial of an individual in the Service and the abbreviation of the Service (USA, USN, or USAF) follows the surname. (See figure 4-12.) Abbreviations for frequently used ranks in the Service follow:

Army	Navy	Air Force	Marine Corps
LTC	CDR	LtCol	LtCol
COL	CAPT	Col	Col
BG	RADM	Brig Gen	BGen
MG	RADM	Maj Gen	MajGen
LTG	VADM	Lt Gen	LtGen
GEN	ADM	Gen	Gen

d. The original SD Form 106 signed by the PSA or Principal Deputy.

e. The Original Signed Coordination Papers. Marginal notes indicating "accepted" or "rejected" must be entered by each comment in a coordinating memorandum. If "rejected," a brief reason for the rejection must be provided.

f. Computer Diskettes. Two 3.5 diskettes of the DoD issuance in MS-DOS 3.0 or higher or in ASCII format. Each diskette must be labeled with a file name.

g. The distribution List, Mailing Address Labels, and SD Forms 120. For classified DoD Directives, Instructions, and Publications; a distribution list, mailing address labels, and completed SD Forms 120 must be provided. For unclassified DoD Publications, provide the distribution list, including a list of functional managers of the DoD Components, and mailing address labels. (See Chapter 6, below.)

h. Artwork that includes cover design and division tabs, if required, for DoD Publications. (See subsection B.1. of Chapter 3, above.)

i. Printing Specifications. Provide printing specifications that stipulate the color of the cover and its lettering, and perforating and binding of the DoD Publication.

### 3. Final Review and Signature on DoD Directives

a. The final package (the original set and one copy) must be provided to the Directives Division for final review and forwarding to the Deputy Secretary of Defense.

b. Incomplete staff work or discrepancies in the final package shall be returned to the OSD Component for correction.

c. When the DoD Directive is signed by the Deputy Secretary of Defense, it is returned to the Directives Division for printing and distribution. An advanced copy of the signed DoD Directive shall be provided to the originating OSD Component. The Cover Memorandum and coordination papers shall be retained by the Directives Division.

### 4. Final Review and Signature on DoD Instructions and Publications

a. The final DoD Instruction package shall be forwarded by the originating OSD Component to the PSA for signature and the final DoD Publication package to the PSA or designated Deputy for signature. The package (original set and one copy) shall then be forwarded to the Directives Division.

b. Incomplete staff work or discrepancies in the final package shall be returned to the originating OSD Component for correction.

c. The Directives Division shall arrange for the printing and distribution of the Instruction or Publication, provide an advanced copy of the signed DoD Instruction to the originating OSD Component, and retain the coordination papers. For DoD Publications, the Directives Division shall notify the publications officials of the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies about the Publication. (See Chapter 6, below.)

## APPENDIX A

### INSTRUCTIONS FOR DATA COLLECTION

#### A. Initial Contact with Survey Companies

When it is expected that the company has received the letter requesting its participation, contact the establishment in person or by telephone to advise the company official of the type of survey information desired and to set a date and time for the visit. If letters requesting participation are hand-delivered, these arrangements may be accomplished at the same time. It is important that the interview be arranged with a company representative familiar with company jobs, compensation, and employment conditions and practices.

#### B. Action When an Establishment Declines to Participate

If the company representative declines to participate during the initial contact or the data collection interview, explain why the information is desired to ensure that the refusal is not due to a lack of understanding of the purpose and nature of the survey. If the official still refuses to participate, report the reason to the survey Chair who may make further efforts to obtain the company's participation.

#### C. The Interview

The interview with the company representative is a very important part of the data collector's assignment. Factual data must be obtained at a minimum expenditure of time and money to both the company and the U.S. Forces. Data collectors must be fully prepared to conduct each interview as efficiently as possible while establishing and maintaining good public relations. In preparation for the interview, data collectors should:

1. Be able to explain to company representatives the wage administration policies of the U.S. Government, the wage survey process, and the use that will be made of survey data.
2. Review thoroughly the data on kinds of jobs, numbers of employees, rates of pay, and other survey information collected on the last survey of the establishment.
3. Be thoroughly familiar with the survey key jobs and grade distinctions.
4. Be thoroughly familiar with data to be collected, the meaning and interpretation of questions on data collection sheets or fringe benefit questionnaires, and instructions for recording data on wage survey forms. Keep the instructions and key job definitions available for reference during the company contact.

Figure 4-7. Appendix in a DoD Publication

DOD DIRECTIVES SYSTEM COORDINATION RECORD				15. COORDINATORS	
(Please read instructions on back before completing form.)					
1. COORDINATION SUSPENSE DATE (YYMMDD)		2. DOD ISSUANCE NUMBER			
940902		9988.aa			
3. TYPE OF DOD ISSUANCE (X one)		4. TYPE OF ACTION (X one)		5. SECURITY CLASSIFICATION (X one)	
<input checked="" type="checkbox"/>	DoD DIRECTIVE	<input type="checkbox"/>	NEW	<input type="checkbox"/>	TOP SECRET
<input type="checkbox"/>	DoD INSTRUCTION	<input checked="" type="checkbox"/>	REISSUANCE	<input type="checkbox"/>	SECRET
<input type="checkbox"/>	DoD PUBLICATION	<input type="checkbox"/>	CHANGE	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>	ADMINISTRATIVE INSTRUCTION (AI)	<input type="checkbox"/>	CANCELLATION	<input checked="" type="checkbox"/>	UNCLASSIFIED
6. SUBJECT (Title) DoD Overseas Petroleum Management					
7. PURPOSE AND REMARKS (If additional space is needed, a separate page should be attached.) This Directive implements 20 U.S.C. 1234 by establishing policy and assigning responsibilities for petroleum management at overseas bases. It provides policy for potential shortfall of domestic refining capability in the event of conflicts, use of civilian supplies for overseas military bases, and fugure oil consumption, and establishes depots for air and underwater fuel.					
8. FEDERAL REGISTER DOCUMENT REQUIRED (X one)		9. IMPLEMENTING DOCUMENTS REQUIRED (X one)			
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	YES
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	YES
10. FORMS PRESCRIBED (X one) (If Yes, list form number(s) and title(s) in Item 7.)		11. REPORTS REQUIRED (X all that apply) (Define in Item 7)			
<input type="checkbox"/>		<input type="checkbox"/>			
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			
12. DOD PUBLICATION ONLY (X all that apply)					
a. THE MILITARY DEPARTMENTS AND THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF. Provide the names and telephone numbers of the functional managers who may be contacted to make arrangements for the printing and distribution of the DoD Publication for their organizations. Include this information with the coordination.					
b. OSD. Provide the names and complete mailing addresses of the OSD offices that require the DoD Publication, including the number of copies for each addressee. Include this information with the coordination.					
c. DEFENSE AGENCIES. OSD Components should contact the Defense Agencies under their cognizance to obtain the names and telephone numbers of functional managers in the Defense Agencies who may be contacted to make arrangements for the printing and distribution of the DoD Publication for their Agencies. Include this information with the coordination.					
13. ACTION OFFICER					
a. NAME (Last, First, Middle Initial)			b. OFFICE DESIGNATION		
Smith, John C.			OUSD(A&T) PM		
c. ROOM NUMBER		d. TELEPHONE NUMBER (Include Area Code)			
6E689		703-999-0010			
14. AUTHORIZING OFFICIAL (OSD Principal Staff Assistant or Principal Deputy)					
a. SIGNATURE					
b. NAME AND TITLE					
USD(Acquisition and Technology)					
c. DATE SIGNED					
8/1/94					
15. COORDINATORS					
UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND TECHNOLOGY					
<ul style="list-style-type: none"> <li>• PRINCIPAL DEPUTY UNDER SECRETARY FOR ACQUISITION AND TECHNOLOGY</li> <li>• DIR DEFENSE RESEARCH AND ENGINEERING</li> <li>• ASD FOR ECONOMIC SECURITY</li> <li>• ATSD FOR ATOMIC ENERGY</li> <li>• DIR ADVANCED RESEARCH PROJECTS AGENCY</li> <li>• DIR BALLISTIC MISSILE DEFENSE ORGANIZATION</li> <li>• DIR DEFENSE LOGISTICS AGENCY</li> <li>• DIR DEFENSE NUCLEAR AGENCY</li> <li>• DIR ON-SITE INSPECTION AGENCY</li> </ul>					
UNDER SECRETARY OF DEFENSE FOR POLICY					
<ul style="list-style-type: none"> <li>• PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR POLICY</li> <li>• ASD FOR INTERNATIONAL SECURITY AFFAIRS</li> <li>• ASD FOR INTERNATIONAL SECURITY POLICY</li> <li>• ASD FOR SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT</li> <li>• ASD FOR STRATEGY AND REQUIREMENTS</li> <li>• DIR OF NET ASSESSMENT</li> <li>• DIR DEFENSE SECURITY ASSISTANCE AGENCY</li> </ul>					
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS					
<ul style="list-style-type: none"> <li>• ASD FOR FORCE MANAGEMENT</li> <li>• ASD FOR HEALTH AFFAIRS</li> <li>• ASD FOR RESERVE AFFAIRS</li> <li>• DIR DEFENSE COMMISSARY AGENCY</li> </ul>					
ASD FOR COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE					
<ul style="list-style-type: none"> <li>• DIR DEFENSE INFORMATION SYSTEMS AGENCY</li> <li>• DIR DEFENSE INTELLIGENCE AGENCY</li> <li>• DIR DEFENSE INVESTIGATIVE SERVICE</li> <li>• DIR DEFENSE MAPPING AGENCY</li> </ul>					
ASD FOR LEGISLATIVE AFFAIRS					
COMPTROLLER, DoD					
<ul style="list-style-type: none"> <li>• PRINCIPAL DEPUTY COMPTROLLER</li> <li>• DIR PROGRAM ANALYSIS AND EVALUATION</li> <li>• DIR DEFENSE CONTRACT AUDIT AGENCY</li> <li>• DIR DEFENSE FINANCE AND ACCOUNTING SERVICE</li> </ul>					
GENERAL COUNSEL, DoD					
<ul style="list-style-type: none"> <li>• DIR DEFENSE LEGAL SERVICES AGENCY</li> </ul>					
INSPECTOR GENERAL, DoD					
DIR OPERATIONAL TEST AND EVALUATION, OSD					
ATSD FOR INTELLIGENCE OVERSIGHT					
ATSD FOR PUBLIC AFFAIRS					
DIR OF ADMINISTRATION AND MANAGEMENT, OSD (4 cys)					
SECRETARY OF THE ARMY					
SECRETARY OF THE NAVY					
SECRETARY OF THE AIR FORCE					
CHAIRMAN OF THE JOINT CHIEFS OF STAFF					
DIR CENTRAL IMAGERY OFFICE					
DIR NATL SECURITY AGENCY / CHIEF, CENTRAL SECURITY SERVICE					

Figure 4-8. SD Form 106



## INSTRUCTIONS FOR COMPLETING SD FORM 106

### ITEM 1. COORDINATION SUSPENSE DATE

Enter the date that the coordination must be received by the originating OSD Component. The date must be 30 working days from the date in Item 14.c. unless Executive Office, legislative, or Secretarial requirements dictate otherwise.

### ITEM 2. DOD ISSUANCE NUMBER

For a new DoD issuance, enter a four-digit subject number, followed by a decimal point and a double alphabetical designation, e.g., 9876.aa (see Chapter 9 of DoD 5025.1-M). For a reissuance, enter the same subject number that is assigned to the existing DoD issuance. If the reissuance cancels the existing DoD issuance and one or more other DoD issuances, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of a DoD issuance, enter the existing subject number of the DoD issuance.

For new AIs, leave this item blank for completion by the Directives Division, WHS. For an AI reissuance, enter the same number that is assigned to the existing AI. If the AI reissuance cancels the original AI and one or more other AIs, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of an AI, enter the existing number of the AI.

### ITEM 3. TYPE OF DOD ISSUANCE

Place an "X" in the appropriate box to indicate the type of DoD issuance. For types of DoD Publications, see Chapter 3 of DoD 5025.1-M. See AI No. 78 for guidance on AIs.

### ITEM 4. TYPE OF ACTION

Place an "X" in the appropriate box to indicate the type of action prescribed for the DoD issuance.

### ITEM 5. SECURITY CLASSIFICATION

Place an "X" in the appropriate box to indicate the security classification of the DoD issuance.

### ITEM 6. SUBJECT (Title)

Enter the subject of the DoD Directive, DoD Instruction or AI, or the title of the DoD publication.

### ITEM 7. PURPOSE AND REMARKS

Enter the reason for the action and provide any supplementary or background information to support the action.

### ITEM 8. FEDERAL REGISTER DOCUMENT REQUIRED

Place an "X" in the appropriate box to indicate whether the DoD issuance must be published in the Federal Register as a rule. See Chapter 8 of DoD 5025.1-M and DoD Directive 5400.9.

### ITEM 9. IMPLEMENTING DOCUMENTS REQUIRED

Place an "X" in the appropriate box to indicate whether DoD Components must issue implementing documents.

### ITEM 10. FORMS PRESCRIBED

Place an "X" in the appropriate box to indicate whether the DoD issuance prescribes or references forms. If "Yes," list form number(s) and title(s) in Item 7.

### ITEM 11. REPORTS REQUIRED

Place an "X" in all boxes that apply. Provide additional reports control information in Item 7.

### ITEM 12. DOD PUBLICATION ONLY

This item is intended to give sufficient notice to DoD Components that a DoD Publication will be printed in the near future and that they should arrange for printing funds and distribution of the DoD Publication for their organization. For OSD Components, printing and distribution of the DoD Publication are arranged by the Directives Division, WHS, according to the distribution list provided by the originating OSD Component. Place an "X" in all boxes that apply to the DoD Publication. See Chapter 6 of DoD 5025.1-M.

### ITEM 13. ACTION OFFICER

Enter the action officer's name, office designation, room number, and telephone number.

### ITEM 14. AUTHORIZING OFFICIAL (*OSD Principal Staff Assistant or Principal Deputy*)

Obtain the signature of the OSD Principal Staff Assistant or Principal Deputy, enter the official's name and title, and insert the date of the signature.

### ITEM 15. COORDINATORS

Place an "X" in the appropriate boxes to indicate which DoD Components should coordinate on the DoD issuance. If the DoD issuance should be reviewed by DoD officials, who are under the cognizance of an Under or Assistant Secretary of Defense, make recommendations in Item 7. The "X" is preprinted in boxes for the mandatory coordinators (General Counsel, DoD; the Inspector General, DoD; and the Director of Administration and Management, OSD.). For the appropriate signature level of the coordinating officials, see Chapter 4 of DoD 5025.1-M.

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE**

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert the title of the PSA)  
(Insert "Prepared by: Action officer's name, office abbreviation, and telephone number")

**SUBJECT:** (Provide a brief subject and the type of memorandum; e.g., Proposed DoD Directive 9900.8, "Innovative Strategic Programs" (Tab A) --ACTION MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed DoD Directive; i.e., response to an executive, legislative, or secretarial requirement)

**DISCUSSION:** (Provide a brief statement of the issues, summarize essential background or other factors, and/or present key points. If supporting documents are necessary, include under tabs.)

**COORDINATION:** (Provide the status of the coordinations; e.g., The list of coordinating officials and coordination documents are at Tab B. All concurred, except the (title of the DoD official), and comments have been accepted, or rejected with justifications. (Give the reason for a nonconcurrence and state why it is not acceptable.)<sup>2</sup> If the coordinations are beyond 6 months, explain.

**RECOMMENDATION:** (Provide a recommendation statement; e.g., That the proposed DoD Directive be approved and signed.)

**DEPSECDEF DECISION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other (when appropriate)

<sup>1</sup> If there is no Under Secretary of Defense, there is no "THROUGH" line.  
<sup>2</sup> A nonconcurrence or no response must be explained.

Figure 4-9. Cover memorandum for a DoD Directive



[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: DoD Instruction 0303.aa, "Public Events"**

**Please issue the attached DoD Instruction 0303.aa, subject as above, that I have approved by signing (Tab A).**

**A list of coordinating officials and coordinating papers are attached at Tab B. All concurred. Comments have been accepted, or rejected with justifications.**

**Two diskettes of the DoD Instruction are at Tab C.**

**The distribution list, mailing address labels, and SD Forms 120 are attached at Tab D.<sup>1</sup>**

**[signature of PSA]**

**Attachments  
as stated**

<sup>1</sup> Use this portion for classified DoD Instructions

**Figure 4-10. Memorandum forwarding a signed DoD Instruction**

**[Use appropriate letterhead]**

**[Insert date]**

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: DoD 0404.04-M, "Fire Technology"**

**Please issue the attached DoD Publication, DoD 0404.04-M, subject as above, that I have approved by signing the foreword (Tab A).**

**A list of coordinating officials and coordinating papers are attached at Tab B. All concurred. Comments have been accepted, or rejected with justifications.**

**The distribution list, mailing address labels, and a list of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies are at Tab C (or The distribution list, mailing address labels, and completed SD Forms 120 are attached at Tab C.<sup>1</sup>)**

**At Tab D are printing specifications and artwork.**

**Two diskettes of the Publication are attached at Tab E.**

**[signature of PSA or signature and  
title of Principal Deputy]**

**Attachments  
as stated**

**<sup>1</sup> Use this portion for classified DoD Publications**

**Figure 4-11. Memorandum forwarding a signed DoD Publication**

LIST OF COORDINATING OFFICIALS<sup>1</sup>

USD(A&T)	(name of PSA)
USD(P&R)	(name of PSA)
C, DoD	(name of PSA)
GC, DoD	(name of PSA)
IG, DoD	(name of Principal Deputy), Prin. Dep.
DA&M	(name of PSA)
Army	(name of the Assistant Secretary), ASA (FM)
Navy	(name of the Assistant Secretary), ASN (I&E)
Air Force	(name of the Acting Assistant Secretary), Acting ASAF (MI)
JCS	(rank and name of the Vice Director), USMC, Vice Dir., Joint Staff
NSA	(name of the Director), Director

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<sup>1</sup>See paragraph D.2.c. of this chapter, above.

Figure 4-12. List of Coordinating Officials

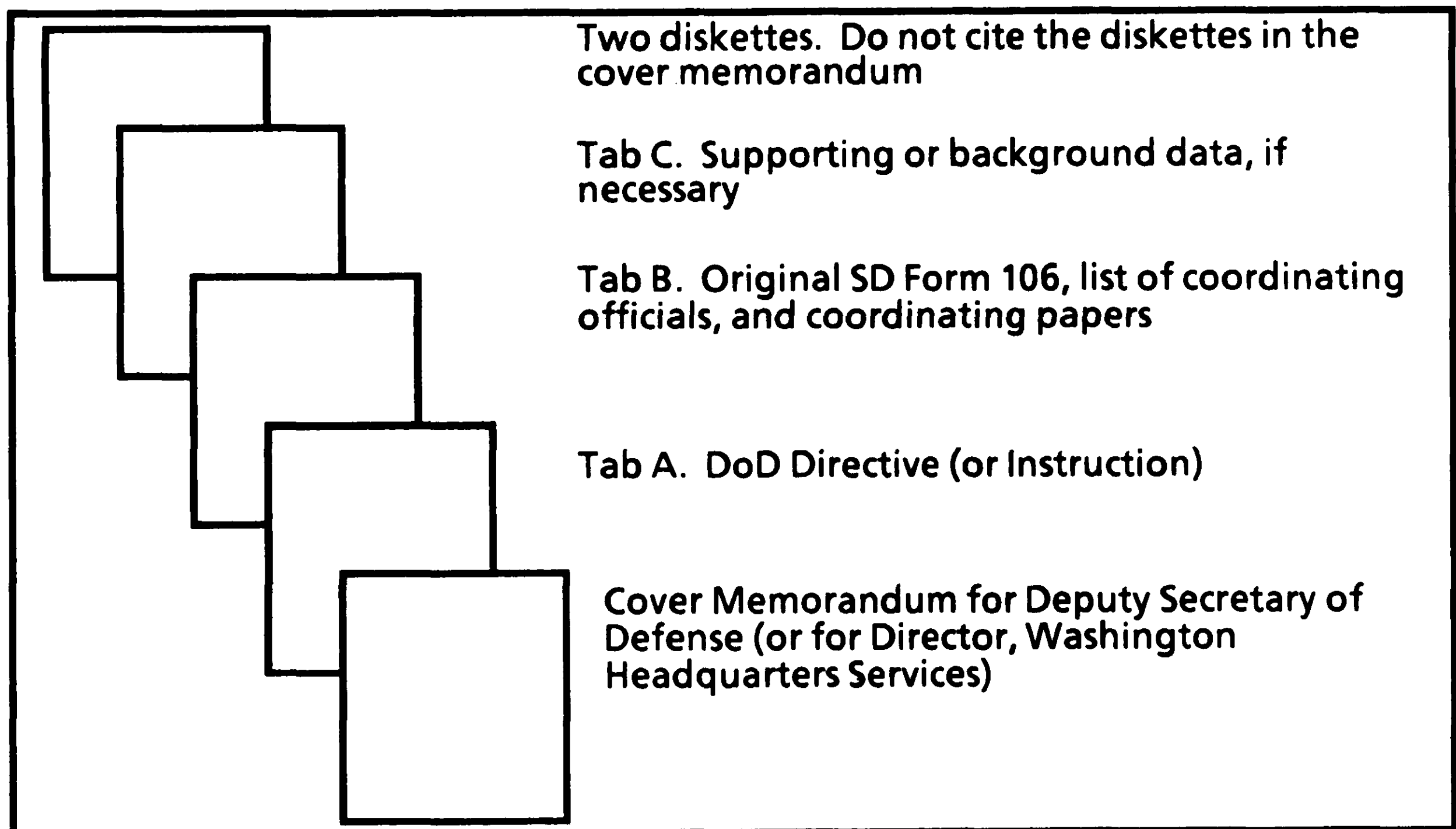


Figure 4-13. Arrangement of final DoD Directive (or Instruction) package

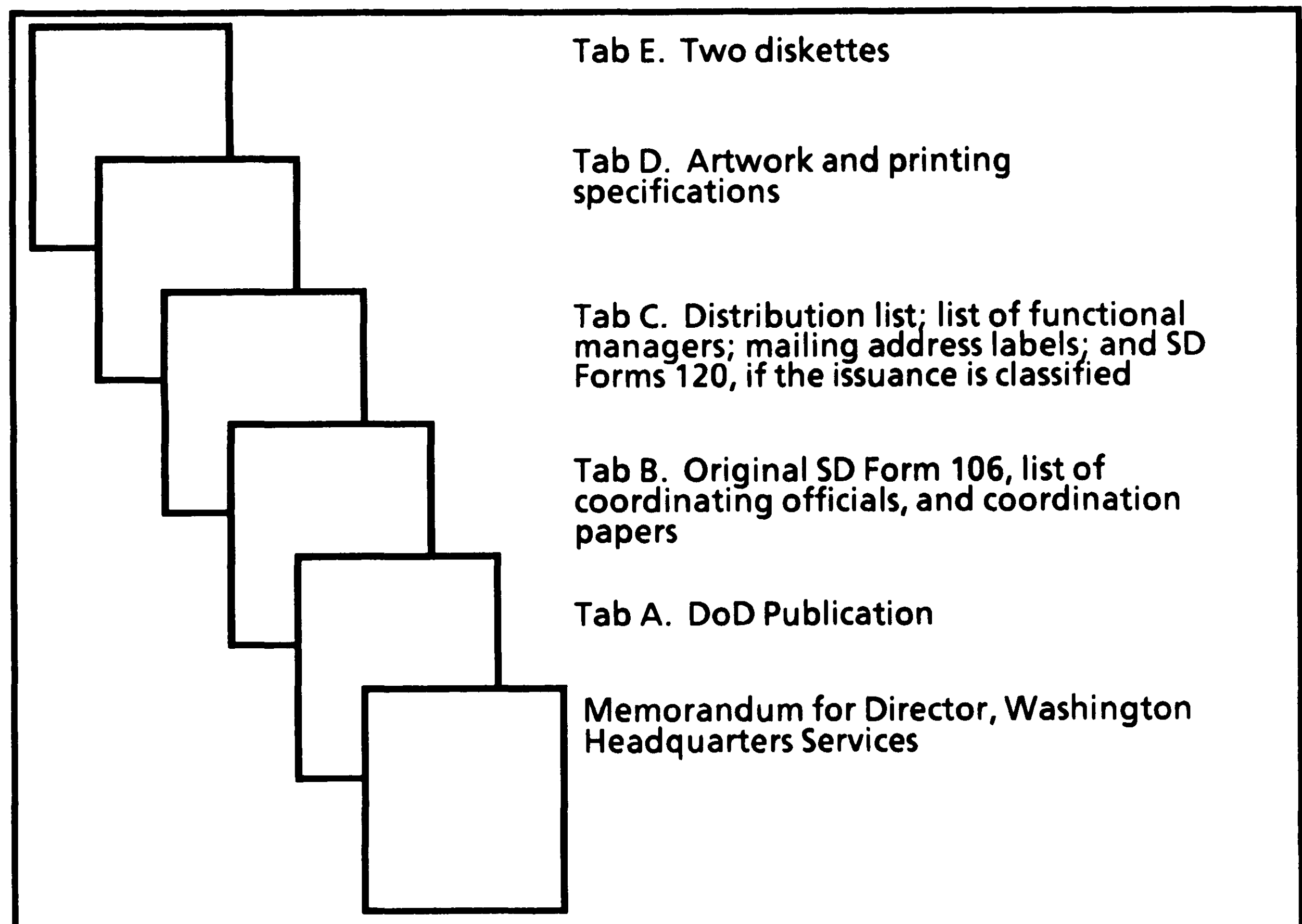


Figure 4-14. Arrangement of final DoD Publication package

[Use PSA letterhead]

[insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: DoD Instruction 1234.bb, "Basic Life Support System (BLSS)"

Please issue the enclosed DoD Instruction 1234.bb, subject as above, which I have approved and signed (Tab A).

This issuance was coordinated as a DoD Directive, but changed to a DoD Instruction at the recommendation of the GC, DoD (or changed to a DoD Instruction to prescribe procedures.) The DoD Directive, 1234.aa, "DoD Life Support Program," was signed on June 10, 1994. No substantive changes have made since the issuance was coordinated as a Directive; therefore, recoordination is not necessary. A list of coordinating officials and the coordination papers are at Tab B.

[signature of PSA]

Attachments  
as stated

Figure 4-15. Memorandum forwarding a DoD Instruction that was coordinated originally as a DoD Directive